

OFFICE FOR EQUITY & INCLUSION

QUARTERLY REPORT –Sept.-Dec., 2017

Diversity Recruitment Specialist

- Created a Dane County Handbook for Employment Recruiting.
- Created brochure for Tamara D. Grigsby Office For Equity and Inclusion.
- Discussions with DOA Interim Director and Employee Relations Director re: Alternative Selection and how to better utilize it for more success with Dane County employment.
- Ongoing communication with Dane County managers re: employment issues, ideas e.g. Deferred Prosecution, Office of Energy & Climate Change.
- Assistance with Dane County Hwy Department CDL intern assistance.
- Participated in Job Fairs: MATC Part-Time Job Fair, Diversity Employment Day Career Fair at Milwaukee Co War Memorial Center, UW Multicultural Internship Career Fair, Latino Academy Job Fair.
- Participated in Mini Job Fairs: Meadowwood Center Job shop, Bridge Lake Point Waunona Neighborhood Center, East Madison Neighborhood Center.
- Conducted cultural sensitivity trainings: New Social Worker Training, Racial Equality and Social Justice (RESJ).
- Participated on Deputy Sheriff interview panels.
- Participated in United Way Hire Employer Council Meeting.
- Participated in Forward Service Community Steering Committee; Discussed employment barriers e.g. criminal records, transportation, childcare.
- Participated in Madison Area Urban Ministry (MUM) Service Fair.
- Participated in Opening Doors: The Road Home – for homeless families.
- Meetings w/Race to Equity - Roadmap to Equity staff re: ideas, progress . . . discussed actions and progress measures required to increase employment, support families, healthy kids of color etc. by 2020.

Contract Compliance Specialist

- **No activity to report at this time.**

RESJ and GARE

- RESJ leadership and core committee meeting are continuing with a recommendation to meet less frequently on a quarterly basis.

OEI Department Updates

- OEI has recently hired the new Quality Improvement Manager, Theola Carter. vacancy.
- County departments are continuing to develop work plans for implementation and can be viewed on legistar.

EEO Update

- Updated EOC strategic priorities after advisory committee meetings held in July and August with chair and vice chair to clarification EOC goals. Need for Chapter 19 ordinance revisions and OEI advisory committee objectives
- Meeting in September ., Last 2 meeting cancelled due to lack of quorum. 1 vacancy; Co. supervisor now available. Submitted new member request to Executives office. Plan for Meeting in December.

- Met with DOA regarding alternative selection. Meet with human services regarding workforce underutilization.. Reinitiate department by department review and recommendations to address underutilization.
- Dane County Employee survey with IT completed.
- Department related to discrimination complaints pending in AEC, DHS, ZOO and DCSO.
- Conducted an Alternative selection presentation at the MAC meeting.
- Fill county MLK Commission Vacancies. Joint appointment by Executive & Mayor and replace additional county representative is pending.
- Utilize DOA staff to completed conversion of county complaints on Riskmaster. Plan to convert all pending and some historical files to Riskmaster.
- Goal to maintaining 3 day timeline on processing request to fill due to NEOGOV system implementation. Currently averaging 3-5 requests to fill per week since implementation of NeoGov.
- Complete EEO-4 report and submit to federal government due September 30th.
- Current overall workforce composition 2nd Quarter :
F- M- D-
- Update on Department Parity Goals. Just received 4th quarter report from IT, due in mid October, received in early November.
- Implementation of Affirmative Action Plan data system after initial contact and orientation training. Not approved for boot camp in November, with goal of implementation during 2017 pending.
- MLK Commission quarterly meetings cancelled due to lack of quorum. 1 county representative resigned and we still need to appoint a joint city-County representative.
- **Pending Complaints**
 - DHS-BPHCC-Employment discrimination Complaint pending.
 - AEC- Harassment complaints pending. (2).
 - DHS-NIP-Complaint pending.
 - DHS-CPS-Complaint pending.
- EO manager processed **82** requests to fill vacant positions from June 2 until September 12 of 2017.
- Several ADA request have been processed by the coordinate and heard by the ADA review committee.